

# CHANGE ANNOUNCEMENT

## SELF EMPLOYMENT SOCIAL SECURITY BENEFITS ORIENTATION AND ANALYSIS

EFFECTIVE JANUARY 15, 2007

### CHANGES

The Self Employment and Social Security Benefits Orientation Manual Chapters have been revised. The Chapters have been revised to reflect the following changes:

- In the Self Employment Chapter clarified under Service Delivery Process number 2 that the Exploring Entrepreneurship Workshop is 'highly recommended' and staff should talk to Christine Hess if a workshop does not seem reasonable.
- In the Self Employment Chapter added a step under Service Delivery Process requiring a referral to the Easter Seals Nebraska Work Incentive Initiative (NWII) Program if a Social Security recipient and/or beneficiary expresses an interest in considering self employment.
- In the Self Employment Chapter, Service Delivery Process, clarified staff should not exceed 40 hours per week when entering the number of hours worked at the time a consumer moves into Employment Warranty Monitoring.
- In the Social Security Benefits Orientation Manual Chapter under Benefits Analysis, number 3, a corresponding change was made to reflect when a Social Security recipient and/or beneficiary expresses an interest in considering self employment they should be referred to the Easter Seals Nebraska Work Incentive Initiative (NWII) Program.

### VRIS UPDATE

The revised Self Employment and Social Security Benefits Orientation Manual Chapters have been placed on VRIS.

### FORMS REVISED

The revised ESN/NWII Benefits Analysis Referral Form has been placed on VRIS in the Printed and Marketing Materials under the Case Service Forms and worksheets section. In the Program Referral Characteristics section of the form staff should check the box 'The beneficiary is considering self employment.'

### TEAM COMMUNICATION

Office Directors should review the revised Manual Chapters with all staff at their Team Meeting to assure they understand the change in procedures.

### LEADERSHIP CONTACT

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